

## POSITION DESCRIPTION – GRAPHIC DESIGNER

*Hands For Hope (H4H) is an incorporated body and a registered charity under Australian Charities and Not-For-Profits Commissions. We are a non-political and non-religious organisation established in Melbourne Australia in the year 2000.*

*Our Mission is to reduce poverty in Vietnam by providing access to education and health services for disadvantaged children.*

<b>Position Title</b>	: Graphic Designer
<b>Reports To</b>	: Marketing & Fundraising Manager
<b>Direct Reports</b>	: 1 Intern
<b>Key collaboration</b>	: Fundraising, Merchandise & Program teams and Melbourne head office
<b>Employment Type</b>	: Volunteer. Project based, 3-5 hours/week
<b>Work Location</b>	: Vietnam & Australia / remote
<b>Date Approved</b>	: December 2018

### The Role

This is a volunteer role in which you will showcase your graphic design skills and gain experience in the marketing, promotion and fundraising with an international Not For Profit organisation. You will gain access to executive management and Melbourne head office and the opportunity to work in an English speaking environment.

### Role Requirements

- Have the ability to work under pressure alongside and cross-departments including people, marketing, merchandise, fundraising and program teams to produce desired visual arts and promotional material
- Design creative and engaging graphic communications for print, website and social media platforms such as images, flyers, infographics, pamphlets, posters ...
- Design creative and competitive merchandise and commercial products for the commercial arm

### Skills, Experience & Personal attributes

- Experience in graphic design and product design
- Experience with international NGO or NPO desirable but not essential
- Working remotely and across cultures has made effective communication our greatest challenge. You will be effective in both verbal and written communication for both English and Vietnamese to convey key deliverables to all stakeholders.
- The ability to motivate, influence, resolve conflicts in a timely manner
- Commercially minded and a strong and active passion for graphic design

☎ 0401 557 809    🌐 [www.handsforhope.org.au](http://www.handsforhope.org.au)    ✉ [hello@handsforhope.org.au](mailto:hello@handsforhope.org.au)

📍 PO Box 809, Sunshine MDC Victoria 3020 Australia

ABN: 91 335 465 427    Reg No. A0040881V



- Be an independent self-starter with a high level of initiative and commitment
- Fit with H4H organisational culture and values including fostering a Giving and Purpose driven culture
- Desire to make a difference and reduce poverty in Vietnam

**Other requirements:**

- Own vehicle, personal computer, mobile phone, confidence in the use of email and internet
- Familiar with Google, Microsoft or similar product suite and graphic design products
- Flexible working hours to accommodate time zone difference between Australia (GMT+11) and Viet Nam (GMT+7:00)

**APPLICATION CLOSING DATE**

**Closing Date:** 5PM (Vietnam) 31 December 2018

For a confidential discussion, please send your enquiries to [hellovn@handsforhope.org.au](mailto:hellovn@handsforhope.org.au)

To apply, email your application (Cover letter, CV and 2 references) to the above email address

 0401 557 809  [www.handsforhope.org.au](http://www.handsforhope.org.au)  [hello@handsforhope.org.au](mailto:hello@handsforhope.org.au)

 PO Box 809, Sunshine MDC Victoria 3020 Australia

ABN: 91 335 465 427 Reg No. A0040881V

